



Arizona Department of Education

EMPOWERMENT SCHOLARSHIP ACCOUNT
EXPENDITURE VERIFICATION

INSTRUCTIONS

Empowerment Scholarship Account (ESA) funds may only be spent on specific allowable expenditures authorized by statute. The Arizona Department of Education (ADE) is authorized to audit these expenditures. In order to comply with these statutory requirements, Funds are deposited into each ESA on a quarterly basis; ESA Holders must submit expenditure documentation for verification prior to the next quarter's disbursement according to the submission schedule included in these instructions. Additional documents must be signed by the Holder, as required by Bank of America (Bank), to allow for release of account information. Items that must be submitted are as follows:

1. ESA Bank Issued Statements: Holders must submit copies of all statements received from Bank of America for the current quarter. If official statements do not cover the entire expenditure period, printed copies of online account activity may be submitted.
2. Receipts – Copies of receipts for each expenditure listed on the ESA statements must be submitted. Receipts should clearly identify the item purchased or service provided.
3. Credential Documentation – Statute requires certain practitioners/providers be licensed or accredited in order for the expenditure to qualify. Holders must submit a copy of the relevant credential to substantiate the expense. This documentation only needs to be submitted at the time of the initial expense.

SUBMISSION SCHEDULE

	SUBMISSION DATE	NEXT DISBURSEMENT
1 st quarter's expenditures	September 30, 2011	October 15, 2011
2 nd quarter's expenditures	December 31, 2011	January 15, 2012
3 rd quarter's expenditures	March 31, 2012	April 15, 2012
4 th quarter's expenditures	June 30, 2012	August 15, 2012*

*Must submit 4th quarter in order to be considered for ESA renewal for 2012-2013 school year.

Comment [a1]: This document should be saved and used throughout the school year.

Comment [a2]: Before you receive your next ESA disbursement, parents are REQUIRED to show what they've spent ESA funds on the previous quarter. Failure to do so will halt or delay disbursements to your ESA debit card.

Comment [a3]: If you have an ESA debit card a monthly bank statement will be sent to your address. You may also access your account online. You must submit this to receive your next ESA disbursement.

Comment [a4]: If you used ESA money, you must save the receipt and submit that with your bank statement at the end of every quarter.

Comment [a5]: Tutoring services and Educational Therapy Services require accreditation documentation from the tutors or practitioners. This only has to be submitted ONE time, unless you change providers.

Comment [a6]: Every parent MUST submit the three items above on the dates provided to receive their next ESA disbursement. Failure to do so will result in delay of funds and possible removal from the program.

Comment [a7]: If expense reports are received on time you can expect your ESA debit card to be loaded on these dates.

Comment [a8]: Renewal documentation and new agreements will be sent after the 4th quarter disbursement has been disbursed.